

SECTION 01 31 19

PROJECT MEETINGS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Pre-construction meeting.
- B. Construction Progress meetings.

1.02 MEASUREMENT AND PAYMENT

- A. Separate measurement or payment will not be made for work required under this Section. All costs in connection therewith will be considered incidental to the item of work to which they pertain.

1.03 PRE-CONSTRUCTION MEETING

- A. A pre-construction meeting will be scheduled by the Engineer which may occur prior to but not more than seven working days after the effective date of the Notice to Proceed. The purpose of this meeting is to introduce the Engineer's representatives for construction management to their counterparts in the Contractor's organization and to establish lines of communication among these representatives. The Contractor's Project Manager, superintendent, quality representative, safety representative, EEO officer, Subcontractor representatives, and community relations representatives shall attend. Not less than four working days before the meeting, the Engineer will distribute a notice of this meeting, along with an agenda of the subjects to be addressed.
- B. The Engineer will discuss the following requirements at this meeting:
 - 1. Responsibilities and authorities of the District and the Engineer.
 - 2. Equal Employment Opportunity (EEO) and Community Relations functions.
 - 3. Quality control, inspection, and coordination of the Work.
 - 4. Discuss and establish arrangements for safety, first-aid, emergency actions, security, and full-time safety representative.
 - 5. Traffic requirements and permit requirements as applicable to the Work.
 - 6. Procedures for submitting and processing Change Notices, Change Orders, Shop Drawings, product data, and samples.
 - 7. Monthly progress payment cut-off dates.
 - 8. Partial and final payments.
- C. The Contractor shall perform the following at this meeting:

1. Introduce the Contractor's representatives, and briefly describe each person's responsibilities.
2. Distribute and discuss the list of major Subcontractors, their areas of responsibility, sequence of critical work, and tentative schedule of construction.
3. Discuss use of office, storage areas, staging areas, construction areas, and temporary easements.
4. Discuss construction safety.
5. Define housekeeping procedures.
6. Discuss construction methods.
7. Discuss quality control/quality assurance.
8. Describe construction sequencing of the entire Contract, general jobsite layout, erosion and sedimentation control plans, haul routes, noise abatement, dust abatement, air and water pollution control, temporary street closings, and street restoration, as applicable.
9. Discuss coordination and notifications required for utility work and services.
10. Discuss deliveries and priorities of major equipment.
11. Discuss breakdown of lump sum items.
12. Discuss construction progress schedule.

1.04 CONSTRUCTION PROGRESS MEETINGS

- A. The Engineer will schedule construction progress meetings each week and more often as necessary for the competent and timely execution of the Contract. The Contractor's personnel indicated in Article 1.03 shall attend these meetings. Progress meetings shall include representatives of Subcontractors who are or will be performing work during the next week.
- B. The Engineer will distribute notices of these meetings before such meeting to the Contractor.
- C. The agenda for construction progress meetings will be prepared by the Engineer with input from the Contractor and will include the following:
 1. Introduction of new attendees and areas of responsibility.
 2. Review of minutes of previous meetings, amendment of minutes if necessary, and acceptance of minutes.
 3. Analysis of work accomplished since the previous meeting, offsite fabrication problems, product delivery problems, submitted schedule slippages, problems arising from proposed changes, and other circumstances which might affect progress of the Work. The

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Contractor shall have an updated schedule showing all activities started, completed, and on going during previous week and such activities scheduled for the next week.

4. Discussion of sequence of work on the critical path, and schedule of construction using the progress schedule. Each activity shall have a current status and forecast completion. The Contractor shall report on all activities which are forecast to be completed beyond the approved schedule date(s) and shall identify means of maintaining the approved schedule.
5. Discussion of work quality observations, problems, and employee work standards.
6. Discussion of coordination of utility work and other work by outside parties.
7. Discussion of changed conditions, time extensions, and other relevant subjects as they affect the progress of the Work.
8. Discussion of corrective measures to maintain construction progress schedule when necessary.
9. Discussion of potential claims and pending disputed issues.
10. Inquiries, requests for information, and Change Notices/Change Orders.
11. Discussion of upcoming month's work.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

Not Used

END OF SECTION 01 31 19